

## **UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF NEBRASKA**

**Position:** CLERK OF BANKRUPTCY COURT

**Location:** Omaha, Nebraska

**JSP Range:** JSP 15-16  
(Salary dependent on experience and qualifications.)

**Closing Date:** June 30, 2002

**Anticipated Start Date:** October 1, 2002

### **Position Overview**

The United States Bankruptcy Court for the District of Nebraska, with two judges authorized, headquarters in Omaha and a divisional office in Lincoln, is seeking qualified applicants for the position of Clerk of Bankruptcy Court (Clerk). The Clerk reports directly to the Chief Judge of the United States Bankruptcy Court, District of Nebraska. This is a high-level management position which functions under the direction of the Chief Judge. The Clerk, currently with a staff of twenty-six employees, is responsible for managing the administrative activities of the Clerk's Office and overseeing the performance of the statutory duties of the office. As the chief administrative officer for the Court, the Clerk is responsible for management of all non-judicial functions and activities of the Court. Duties include: consulting with and making recommendations to the judges regarding court policies and procedures; hiring and assigning personnel as well as designing and managing training programs; preparing and managing the annual budget; conducting special studies as directed and preparing statistical and narrative reports; working with various governmental agencies on a variety of matters necessary to court activities; maintaining official records; directing automation systems; and overseeing public relations. The Clerk also has direct fiduciary responsibilities involving all monies or other collateral received and disbursed by the Court.

### **Qualification Requirements**

1. General Experience: Must have a minimum of ten years of progressively responsible administrative experience in public service or business which provided a thorough understanding of organizational, procedural and human aspects in managing an organization.
2. Management Responsibility: At least three of the ten years of experience must be in a position of substantial management responsibility. Must be competent in all aspects of management and have strong analytical, communications, leadership and interpersonal skills. Must have thorough understanding of automated systems and solid working knowledge of bankruptcy procedure.  
**Prior high-level experience in a U.S. District, Bankruptcy or Appellate Court is preferred.**

3. Educational Substitution: An attorney who is in the active practice of law, in either the public or private sector, may substitute said active practice on a year-for-year basis for the management or administrative experience requirement. Education in a college or university of recognized standing may be substituted for a maximum of three years of the required general experience on the basis of one academic year of education equals nine months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for three years of the required general experience. (Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields.) A post-graduate degree in public, business or judicial administration from a college or university of recognized standing may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.
4. Only qualified applicants will be considered for this position. Finalists may be required to submit education transcripts prior to an interview.

### **Information for Applicants**

Interested applicants should send a résumé to:

Résumés  
Clerk of Court  
111 So. 18th Plaza, Suite 2144  
Omaha, NE 68102

The United States Bankruptcy Court for the District of Nebraska is an equal opportunity employer.

The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, and a mandatory electronic direct deposit of salary payment.